

**LUCY ROBBINS WELLES LIBRARY
BOARD OF DIRECTORS MEETING
OCTOBER 20, 2008**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Marie Dowling, Dennis Doyle, Anna Eddy, Sue Halpin, Iris Larsson, Maureen O'Connor Lyons, Tony Palermino (arrived at 7:10 PM), Diane Stamm, Trudie Walker

BOARD MEMBERS ABSENT

Judy Igielski, Neil Ryan, Eric Rothauser, Sue Wright

STAFF

Marian Amodeo, Library Director
Lisa Masten, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISON

Kris Nasinnyk

TOWN COUNCIL LIAISON ABSENT

David Nagel

FRIENDS MEMBER

Natalie Harbeson

CALL TO ORDER

The meeting was called to order by Maureen O'Connor Lyons at 7:05 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Judy was not in attendance. Maureen reported that Judy sent a "thinking of you" card to Dennis during his illness.

MOTION: Paul Crosswaith made a motion to accept the minutes of the regular monthly meeting of September 8, 2008, Diane Stamm seconded the motion, and the motion to accept the minutes of the regular monthly meeting of September 8, 2008 was unanimously approved with a 9-0 vote.

III. PUBLIC PARTICIPATION

There was no Public Participation.

IV. TREASURER'S REPORT

Iris reported that she has obtained a charge account for Marian and Lisa's use through Bank of America. She has received her laptop from PC Farm and she will be meeting next week with the accountant to sign the IRS form and learn QuickBooks. She also deposited \$10,000 into Everbank.

V. LIBRARY DIRECTOR'S REPORT

Marian reported that the annual Hennen ratings are out and Newington is number two in the targeted population. Westport is number one. Sunday hours will begin on November 2nd with 25 consecutive Sundays bringing the openings through the end of April. The WaterFall Festival featuring the Chalk Walk was very successful.

Marian stated that the Friends discussed their budget at their October meeting. At this time they found they had a surplus of money and told Marian this money would be given to the Library to use as necessary. Marian always has a wish list going and will spend this \$13,000 surplus for items such as a flat screen monitor at the circulation desk a Wii station, and the Footnotes newsletter's five issues will be six pages.

A program will be held next week about the digital television transition. The November/December/ January newsletter will be mailed out within the next week. Other programs include two on Veteran's benefits in the 21st Century, and Veteran's health care. Helen Aveline will continue the Tales to Tales program for 2nd, 3rd, and 4th graders using therapy dogs. On November 9th there will be a family concert featuring the New Britain Symphony Brass Quintet.

Marian showed the Board a copy of Coffee News, a publication that is placed in various areas throughout Town like restaurants. The Board said this type of publication does not belong at the Library.

Paul asked about the leaks in the roof. Marian reported that Town staff fixed the cause of the leaks, cleaned out the gutters, and are working on cleaning out the downspouts. A list of damage will be made up and submitted to the Town.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa reported that she has been working on the Legacy Society webpage. Staff has been holding fire training to see what to do when they lose electricity.

VII. FRIENDS OF THE LIBRARY

Natalie Harbeson reported that the Friends placed \$10,000 into the building fund that will go towards future expansion of the Library, \$5,000 for the shipping container, and \$2,000 towards a Friends 50th Anniversary Celebration. The Friends are planning a year-long celebration for their 50th Anniversary which will run from September 2010 through December 2011. She asked if a Board liaison would like to serve on this 50th Anniversary Committee which presently has a tri-chairperson leadership of Phil Desjardin, Mary Woods, and Sue Wright. The November book sale is scheduled for November 1st from 9:00 AM to 5:00 PM and will be held

at the Senior and Disabled Center. The Friends will have a presence on Election Day at three voting places – Chaffee, Paterson, and the Community Center. On November 22nd Telebration will be held once again at the Senior and Disabled Center – tickets are \$8 in advance, \$10 at the door. There is a new banner at the Senior and Disabled Center for the book sale and the Friends have the framing available should the Library have any use for it in the future.

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

1. Plan of Work discussion at November Meeting

Neil was not in attendance. Marian has indicated to Neil that there are three policies waiting to be reviewed for the PEP Committee.

B. Investment Committee

1. Latest Advice from Financial Consultant

Eric was not in attendance. Carol Pekrul-Miller, the financial consultant, has advised the committee to stay the course and ride it out for the time being. She had also stated that it was fortunate and timely for the purchase of the Foley property. The Citibank account was liquidated.

C. House Committee

1. Report on Completed Early Fall Projects

Marie reported that the windows have been cleaned inside and out and the skylight was cleaned. All other projects are coming along. A walk-through will be planned in the very near future. Maureen suggested that the Town Council Liaisons participate in this walk-through so they can get an overall idea of what the Library looks like from that perspective.

D. Facility and Site

1. Report on Mill Street Property Clean-up

Paul reported that a quote of \$13,660 was received from Stonehedge Landscaping for cleaning up the property; Lenares Landscaping gave a quote of \$3,500. He will obtain another quote and report to the Board at the November meeting. There was discussion on placing a cement barrier at the driveway of the property. Marian will look into using a chain/lock system as a barrier for the driveway.

E. Fund Development

1. Report on Webpage Work

Anna reported that when the website is complete a presentation will be given to the Board. Maureen thanked Anna and Eric for their presentation at the Annual Meeting. The presentations to the donators was done very well.

F. Budget

Tony had no report.

IX. OLD BUSINESS

A. Hanel Event – October 17 – Giacomo Gates

This event was fabulous. Giacomo Gates was very entertaining. There were 115 in attendance. Marie stated that she thinks more Board members should attend these type of functions.

B. Friends' Storage Unit Update

Natalie stated that Eric has been working with the Friends on the legal issues of the storage unit. Eric will be meeting with Art Hanke, Zoning Enforcement Officer, and other people at the Town Hall to get approval for this storage unit.

C. Patriot Act Issues

Eric was not in attendance. Maureen stated that Eric told her there was nothing new to report and that it is still pending in the Second Circuit Court.

D. Needs Assessment and Planning for the Future

Marian submitted Needs Assessment figures to the Facilities Manager with information on square footage and the needs for the next 20 years. This document will serve as groundwork for an application for a future construction grant. On November 11th staff will be meeting with Chris Bradley from the Connecticut Library Consortium to discuss planning for the future. This will be a two hour planning session. Ms. Bradley will meet with the Board after the holidays on this topic.

E. ACLB Conference

Marie reported that this is a very interesting day and if any Board member is able to attend it would be most beneficial. The guest speakers are wonderful.

X. NEW BUSINESS

A. New Committees and Chairs

A list of the committees and chairs was distributed. Maureen thanked everyone for agreeing to serve on specific committees.

B. Credit Card for Donors' Use

Marian has been approached by someone who would like to put in a credit card system. This would be used for people who want to donate to the Library. The Friends declined using this system. The Board discussed the possibility of a PayPal account. Marian will do further research and report back to the Board.

C. New Scholarship Update

Marian reported that an application form has been created and asked that Tony review this form. The Board commented that this was a wonderful thing that the Palermino family is doing.

D. 5K Race

Eric was not in attendance. Maureen had a report from Eric stating that we are still waiting for the sponsorship money from Keeney Manufacturing. The Committee feels that more sponsorships need to be generated.

XI. PUBLIC PARTICIPATION

There was no Public Participation.

XII. ADJOURNMENT

MOTION: Trudie Walker made a motion to adjourn, Anna Eddy seconded the motion, all were in favor, and the motion to adjourn was unanimously accepted at 8:35 PM with a 10-0 vote.